

# THE TALON YEARBOOK

10245 Eagle Drive  
Covington, GA 30014  
School Office • (770) 784-2920  
School Fax • (770) 784-2918

**Straight from the heart and into the yearbook!** Our staff is now offering the opportunity to “personalize” the yearbook in a very special way with a “Senior Ad”. Space is available to congratulate a graduate or tell your senior how proud you are! Regardless of the occasion, your ad provides a great way to recognize a student or event that our staff may not otherwise be able to cover. To reserve your space, follow these guidelines:

## Deadline & PRICES/SIZES: COLOR ADS

Process color ads are available in the following sizes for the prices shown:

Deadline	8/28/09	10/30/09	12/18/09
Discount	20% off	10% off	Full Price
Full Page <b>Limit 10 Photos</b>	\$280.00	\$315.00	\$350.00
½ Page <b>Limit 6 Photos</b>	\$160.00	\$180.00	\$200.00
¼ Page <b>Limit 3 Photos</b>	\$120.00	\$135.00	\$150.00

### STEP-BY-STEP INSTRUCTIONS

- 1] Select ad size.
  - 2] Indicate if you are sharing the ad
  - 3] You may provide a layout/drawing for your ad
  - 4] Complete the Order Form provided.
  - 5] Provide photos for each space in the ad
- Following the photo submission guidelines on this sheet.**
- 6] Write text for the ad on the Order Form or attach it on a separate sheet.
  - 7] Provide payment.
  - 8] Deliver all of the materials to yearbook staff in room V-6 by the deadline.

### PHOTO SUBMISSION GUIDELINES

- **Do not cut, glue or tape photos.**
- Care will be taken to return photos; however, copy prints should be submitted for irreplaceable photos. The school, yearbook staff or the yearbook company do not accept responsibility for lost or damaged photos.
- Photos will be enlarged or reduced to fit the layout.
- Writing lightly in pencil, put your name, address and phone number on the back of each photo.
- If you provided a layout lightly in pencil, number the back of photos to match the numbers on the design you selected.
- Digital photos can be submitted on a CD with your name printed on the CD.
- Photos will be returned when the yearbooks arrive or sooner.

### SPECIAL CONSIDERATIONS

**No Ad will be accepted after the last deadline.**

**Parents may provide an email address for the ad to be sent to for parents to proofread otherwise students will be asked to proofread and sign-off on the ad for text errors and layout before the ad is submitted. No refunds will be given for typos so please proofread carefully.**

The yearbook staff reserves the right to reject photos or text or ask the customer to make changes to conform to the staff's standards.

If you are sharing an ad both parties must pay for ½ of the ad.  
All money must be paid by the deadlines above or the discounts will not apply.

If you have any question please contact Mrs. Michelle Smith at:  
Phone: 770-784-2920 Email: [smith.michelle@newton.k12.ga.us](mailto:smith.michelle@newton.k12.ga.us)

